

Agenda Item Form

Agenda Date: 05/18/04

Districts Affected: All

Dept. Head/Contact Information: Library, Carol Brey-Casiano, (915) 543-5413

Type of Agenda Item:

- | | | |
|--|--|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input checked="" type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Cooperative Education</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Co-Op employees assist with the front-line services for the public at the Library.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Expenditures for this contract was approved in FY04 budget.

Statutory or Citizen Concerns:

None Anticipated

Departmental Concerns:

None Anticipated

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INVEST. 1000 1000 1000

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Cooperative Work Study Contract between the **CITY OF EL PASO** and **ALFREDO CHAVIRA** as a Library Assistant for the El Paso Public Library at an hourly rate of \$5.57 per hour not to exceed 20 hours per week without permission from the Co-Op Coordinator, in which case student may work up to 40 hours per week. Employee may be required to use own vehicle to travel to different Library branches and will be reimbursed for mileage at a rate of \$.36 per mile, not to exceed 150 miles per week or a total of \$54.00 per week. The term of the contract shall be for the period of May 19, 2004 through May 18, 2005.

ADOPTED this 18th day of May, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

**COOPERATIVE WORK STUDY
EMPLOYMENT CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ALFREDO CHAVIRA**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the Civil Service Commission of the City of El Paso has approved a Cooperative Education Work Experience Program with the University of Texas at El Paso, the El Paso Community College and the Dona Ana Community College; and

WHEREAS, the on-the-job training provided to the students in this program and the benefit received to the City are mutually advantageous to both parties; and

WHEREAS, Employee is a student at the educational institution, and meets all the criteria of both the educational institution and the City for participating in this program;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. The Employee shall perform the services found at Attachment "A", under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about May 19, 2004 and shall be undertaken and completed by May 18, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. The Employee shall be paid an hourly rate of Five and 57/100 (\$5.57). Employee shall not exceed 20 hours per week without written permission from Co-Op coordinator in which case student may work up to 40 hours per week. Employee may be required to use own vehicle to travel to different Library branches and will be reimbursed for mileage at a rate of \$.36 per mile, not to exceed 150 miles per week or a total of \$54.00 per week. The City will provide no other

fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract. Employee shall be eligible to receive same pay increases as permanent employee.

4. LOCATION OF PERFORMANCE. The places where such services are to be performed is the City and County of El Paso, State of Texas, or in such places as may be necessary in the performance of this agreement.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the contract and the law governing the same, it is agreed that the contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue for all purposes will be in the courts of El Paso County, Texas.

6. TERMINATION. Either party may terminate this contract without cause after ten (10) working days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination.

7. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary for Employee to carry out her duties under this agreement.

8. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the duties of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the following addresses:

CITY: El Paso Public Library
Attn: Library Director
501 N. Oregon
El Paso, Texas 79901

EMPLOYEE: Alfredo Chavira

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 18th day of May, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Alfredo Chavira

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Carol A. Brey-Casiano
Director, Library

APPROVED BY THE CIVIL SERVICE COMMISSION:
Date: 5/13/04

By: _____
Secretary

CITY OF EL PASO - JOB SPECIFICATION

9330 - GS 7

Technical Branch
Cultural Group
Library Series

LIBRARY ASSISTANT

09/96 (SAC)

Summary

Under immediate supervision, maintain shelves of library materials and provide basic patron service.

Typical Duties

Sort and shelve library materials. Involves: collecting materials received from book drops, other libraries, and patron reading tables; arranging and shelving in order of prescribed classification criteria; shifting materials on shelves or rack to maximize use of space; reading shelves to insure materials are in proper order; repairing damaged materials as assigned.

Process patrons through circulation desk and provide the more routine types of patron assistance. Involves: checking materials in and out through the circulation desk; notifying patrons of overdue books and fines; receiving money and calculating and issuing change; answering routine requests, such as directing patrons to stacks where specific materials are kept or to person who can answer more detailed questions; assisting patrons with ordinary use of computer catalog terminals, copy machines or other library equipment.

Perform other duties as required. Involves: substituting, if assigned, for immediate supervisor, or coworkers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of customer service; assisting with library programs and events, as assigned; performing clerical tasks such as typing, filing, and answering phones.

Minimum Qualifications

Training and Experience: Graduation from high school; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of: English grammar, punctuation, spelling and arithmetic; numerical filing procedures. Some knowledge of: library classification systems including the Dewey Decimal System.

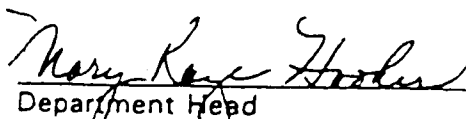
Ability to: learn operation of moderately complex computer automated library systems; understand and follow oral and written instructions; maintain effective working relationships with fellow employees and the general public; deal with a high volume of work in a short period of time.

Skill in the safe operation and care of common office equipment including mainframe terminals and personal computers.

Physical Requirements: sit and stand for extended periods of time assisting patrons, inputting data and checking in and out materials; climb step stools and reach overhead to place books on top shelves (up to 8 feet high); frequently required to move heavy objects, including carts loaded with books.

Special Requirements Work evenings and weekends.


Director of Personnel


Department Head

Freddy Chavira

[REDACTED]
[REDACTED]
[REDACTED]

Objective

To work in a dynamic environment where I can help and learn from people.

Experience

5/2001-8/2003 Quality Craft Homes El Paso, TX.
Office Manager
Customer Service
Oversaw day to day running of a small office
Administered company response to warranty issues
Scheduled all subcontractors to complete 30 day and 12 month inspection lists
Posted weekly bills to computer
Managed all records and archives
Payroll
Submitted blue prints for approval by the City of El Paso

03/998-09/1998 Sears Roebuck Co. El Paso, TX.
Retail
Customer Service
Shelved product
Helped at the cash register

12/97-2/1998 Orchard Supply Hardware San Jose, CA.
Cashier
Greeted Customers
Checked out customer's purchases

02/1997-11/1997 Furr's Grocery Store El Paso, TX.
Stocker
Stocked product on shelves
Made product presentable for customers

Education

2004	El Paso Community College	El Paso, TX.
Majoring in Education		
Enrolled in 12 hours of college		
1991-1995	Hanks High School	El Paso, TX.
Received High School Diploma		
2000-2001	International Business College	El Paso, TX.
Trained in Computer Networking		
Courses in Microsoft Excel, Word		

Skills

Microsoft Office Suite, MecCheck, Peachtree Accounting, Work well with others,
Customer oriented, Organized

Interests

Family, Computers, Chess, Cooking

References Available Upon Request